

CASS COUNTY HIGHWAY DEPARTMENT HIGHWAY ACCESS PERMIT APPLICATION

Cass County application
acceptance date:

Instructions:

Please print or Type

- Complete this form (some questions may not apply to you) and attach all necessary documents and submit to the Cass County Highway Department
- Submit an application for each access affected
- If you have any questions contact the Cass County Highway Department
- For additional information visit the Highway Departments website at:
<http://www.casscountygov.com/departments/highway/>



1) Property Owner (Applicant)		2) Agent for applicant (if different from property owner)	
Street Address		Mailing Address	
City, State & Zip	Phone #	City, State & Zip	Phone #
Email Address		Email Address	
3) Address of property to be served by permit (if applicable)			
4) Legal description of property (required)			
city	subdivision	block	lot
			section
			township
			range
5) What County Highway are you requesting access from?		6) What side of the highway? <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W	
7) What is the approximate date you intend to begin construction/or use of the access?			
8) Type of permit requested:			
<input type="checkbox"/> new permanent access		<input type="checkbox"/> temporary access (duration anticipated:)	
<input type="checkbox"/> field access		<input type="checkbox"/> improve existing approach	
		<input type="checkbox"/> removed existing approach	
9) Current land use of property:			
<input type="checkbox"/> agricultural		<input type="checkbox"/> business	
<input type="checkbox"/> residential		<input type="checkbox"/> other:	
11) Does the property owner own or have any interest in any adjacent property?			
<input type="checkbox"/> no <input type="checkbox"/> yes, describe:			
12) Are there other existing or dedicated public interest streets, road, highways or access easements bordering or within the property?			
<input type="checkbox"/> no <input type="checkbox"/> yes, if yes – list them on your plans and indicate the proposed and existing access points.			
13) If you are requesting agricultural field access – how many acres will the access serve?			
14) If you are requesting commercial or industrial access please indicate the types and number of businesses and provide the floor area square footage			
business	square footage	business	square footage
15) If you are requesting residential development access, what is the type (single family, apartment, condo) and the number of units?			
type	number of units	type	number of units
16) Applicant name (printed):		Date:	Signature (required):

DO NOT WRITE BELOW THIS LINE

Authorization	Performance Guarantee	Project Deadlines
Authorized Highway Department Signature	<input type="checkbox"/> no deposit required	<input type="checkbox"/> permanent/field access completion date:
	<input type="checkbox"/> deposit required: \$	<input type="checkbox"/> temporary access removal date:
	date deposit received:	<input type="checkbox"/> temporary change in land use permitted length of time:
Date	deposit returned upon satisfactory completion of all work	

REQUIREMENTS

1. No work under this application is to be started until the application is approved and the permit is issued.
2. The Applicant agrees to perform all work in accordance with this Permit, and to indemnify and hold harmless the County, its officers and employees from all liability, judgments, costs, expenses, and claims growing out of damages, or alleged damages, of any nature whatsoever, to any person or property arising out of performance or nonperformance of said work, or the existence of said drives.
3. The total cost of all construction and maintenance of the work specified shall be borne by the Applicant, its grantees, successors, and assigns; except that the County will maintain the shoulder of the roadway.
4. It is understood by the Applicant that the County does not assume any responsibility for the removal or clearance of snow, ice or sleet, or the opening of windrows of such material, upon any portion of the drive even though snow, ice or sleet, is deposited or windrowed on said drive by its authorized representative engaged in normal winter maintenance operations.
5. A drive, as referred to in this Permit, shall be the traveled area between the highway roadway-surface and the adjacent right-of-way line. Said drive shall be used only for the purpose of providing entrance to and exit from the Applicant's property.
6. The granting of this permit does not vest the applicant with the exclusive use of the drive. Cass County Highway Department retains the right to diminish and expand the use of the drive as required in the interest of the safety of highway traffic.
7. Where work on or near the traveled roadway is necessary, proper signs, channelizing devices, warning lights, and barricades must be erected to protect traffic, employees, and pedestrians. All traffic control devices and methods shall conform to the Manual on Uniform Traffic Control device (MUTCD).
8. It is understood by the Applicant that the location, construction, and maintenance of drives are under the supervision of the County at all times, and that in granting this permit the County waives none of its powers or rights to direct the removal, relocation, and/or proper maintenance in the future of any drives within the right-of-way of the County Highway.
9. No foreign material such as dirt, gravel, or bituminous material shall be deposited or left on the road during the construction of driveway or installation of drainage facilities.
10. Roadside must be cleaned up after work is completed.
11. No drive, or improvement constructed on the highway right-of-way shall be altered or relocated without permission of the County Engineer of the County Highway Department.
12. Driveway side slopes shall be constructed 8:1 and shall be hand finished and seeded.
13. Proper erosion control and sedimentation devices shall be used.
14. No drive shall be considered as completed until checked and approved by the County Highway Department. Surfacing may be omitted on field entrances if so specified in the application.
15. After driveway construction is completed the applicant shall notify the Cass County Highway Department that the work is completed and is ready for inspection.

